

Executive Administrative Assistant 2

Status: Executive Service

Agency: Health Care Finance & Administration/TennCare, Eligibility Division

Note*:

This is an Executive Service Appointment. An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

Job Description:

Executive Administrative Assistant 2 will report to the Business Operations Administrator and serve as a Business Security Specialist. The responsibilities of this role include: supporting the Business Operations Administrator to implement and lead the review of operational processes and implement a cycle of planned, systematic evaluation, and tasks designed to assess the effectiveness of all business processes as they relate to the execution of TennCare/Medicaid policy and procedures and/or operational support functions intended to support policy implementation. The EAA2 will also help refine the business processes supporting the TennCare/Medicaid Eligibility Organization, analyze and interpret operational data, identify deficiencies promptly and develop appropriate program improvement plans in conjunction, coordinate with the leadership of the Member Services organization, and develop improvement strategies regarding business process improvements which ultimately would lead to program improvement.

Qualifications:

- Bachelor's Degree in technical or business discipline
- Minimum of two (2) years' experience in technical or business discipline in either state government, healthcare or a related field
- Proven ability to adapt to changing priorities and deadlines and applying creativity to solving complex problems
- Detail oriented
- Confidence in dealing with all levels of the organization and able to present a strong and clear rationale as to why proposed solutions may or may not align with business needs
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required
- Project management related skills
- General business analysis understanding; including business process design, assessment and configuration

Job Location:

Nashville, Tennessee

How to Apply: Qualified candidates should send their resumes along with a cover letter to Anna.E.Miles@tn.gov by August 8, 2018.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.